

## OTHER SERVICES

### Passports

As a designated acceptance facility for the U.S. State Department, the Office of the Clerk of the Circuit Court can assist in obtaining a passport. Some, not all, Clerks' Offices process passport applications.

### Notary Public Commission

Applications for Notary Public Commission can be obtained from the Office of the Clerk of the Circuit Court. Once your application has been submitted and approved, you will be notified to appear before the Clerk of the Circuit Court to take the oath of office and receive your Notary Commission.

### Business Licenses

Many business licenses may be obtained from the Office of the Clerk of the Circuit Court. If you are considering opening a business in your county, please contact the Circuit Court Clerk's Office to determine whether you need to obtain a license.

### Marriage Licenses

The Office of the Clerk of the Circuit Court issues and records marriage licenses. The Clerk and designated deputy clerks perform civil marriage ceremonies.

*The Office of the Clerk of the Circuit Court cannot provide legal advice. Please seek the services of an attorney for legal assistance.*

## CLERKS' OFFICES

### County Phone Number County Seat

Allegany	301/777-5922	Cumberland
Anne Arundel	410/222-1397	Annapolis
Baltimore	410/887-2601	Towson
Baltimore City	410/333-3733	Baltimore City
Calvert	410/535-1660	Prince Frederick
Caroline	410/479-1811	Denton
Carroll	410/386-2026	Westminster
Cecil	410/996-5370	Elkton
Charles	301/932-3202	La Plata
Dorchester	410/228-0480	Cambridge
Frederick	301/694-1976	Frederick
Garrett	301/334-1937	Oakland
Harford	410/879-2000	Bel Air
Howard	410/313-2111	Ellicott City
Kent	410/778-7460	Chestertown
Montgomery	240/777-9464	Rockville
Prince George's	301/952-3318	Upper Marlboro
Queen Anne's	410/758-1773	Centreville
St. Mary's	301/475-4568	Leonardtown
Somerset	410/651-1555	Princess Anne
Talbot	410/822-2611	Easton
Washington	301/733-8660	Hagerstown
Wicomico	410/543-6551	Salisbury
Worcester	410/632-1221	Snow Hill

Maryland Relay Service (TT/Voice)  
800/735-2258

# *Welcome to the* **Office of the Clerk of the Circuit Court**



## PRINCE GEORGE'S COUNTY

Office Hours  
Monday through Friday  
8:30 a.m. to 4:30 p.m.

## THE CLERK OF COURT

**R**ich in the tradition and history of Maryland, the Office of the Clerk of the Circuit Court is one of the oldest public institutions in the State. The Clerk of the Circuit Court is a locally-elected State official with the responsibilities established and regulated by the laws of Maryland and the Rules of the Court of Appeals of Maryland.

Since 1658, the Office of the Clerk of the Circuit Court has provided the citizens of Maryland with a variety of essential services. The revenue collected for these services is distributed to the city, county, and state governments.

Each year the Clerk's Office files, processes and maintains civil, criminal and juvenile actions. The Clerk's Office also records land deeds, plats, mortgages, conveyances, and other important documents.

The Office of the Clerk of the Circuit Court administers oaths to county officials, judges, and gubernatorial appointees; issues business and marriage licenses; and performs civil wedding ceremonies.

**Vivian Jenkins**  
**Clerk of the Circuit Court**  
**for Prince George's County**

## The Office of the Clerk of the Circuit Court files and processes the following cases:

### Civil Cases

- With certain exceptions, matters which involve a claim for damages in excess of \$25,000 are filed with the circuit court. Concurrent jurisdiction is shared with the District Court in matters which involve a claim for an amount between \$2,500 and \$25,000.
- Matters which involve domestic relations, titles to property, foreclosures, mechanics liens, and injunctions
- Adoption and Paternity Matters
- Guardianships
- Name changes
- Judicial Review of Administrative Agency
- Appeals from the District Court

### Criminal Cases

- Felony and certain misdemeanor charges filed by the Grand Jury or the State's Attorney
- Requests for jury trials and appeals from the District Court.

### Juvenile Cases\*

- Juvenile cases may include any matters brought before the court which involve persons under the age of 18 years.

*The records maintained by the Office of the Clerk of the Circuit Court are available to the public for review. However, records of juvenile or adoption cases can be accessed only through an order of the court.*

\* Juvenile cases for Montgomery County are handled by the District Court

## Liens and Judgments

- Liens and judgments including encumbrances, Federal tax liens, hospital liens, Maryland tax liens, District Court liens, civil judgments, and United States District Court judgments, are recorded in the Office of the Clerk of the Circuit Court.

## Juries

- Citizens are selected randomly for service on grand and petit juries in the manner prescribed by the Court of Appeals. Jury trials are available only in the circuit courts of Maryland.

## The Office of the Clerk of the Circuit Court records the following documents for permanent retention:

## Land Records

- Deeds
- Mortgages and Deeds of Trust
- Leases
- Releases of Mortgages and Deeds of Trust
- Land Contracts
- Financing Statements

## Plat Records

- Subdivision
- Condominium
- Highway

## Miscellaneous Records

- Military Discharges
- Marriage Records